Tissue Banks & Pathology Tools Workspace Teleconference Meeting

Date, Time & Location:	6/1/04, 1200-00 PM, 6116 Executive Blvd., Room 4020
Attendees:	Wash University • Mark Watson • Rakesh Nagarajan UPMC • Mike Becich • Rebecca Crowley • John Gilbertson Dartmouth • Barbara Schaeffer Kimmel • Jack London Penn • David Fenstermacher • Michael Feldman UAB • Bill Grizzle Jackson Lab • Debbie Krupke NCI • Larry Wright • Leslie Derr • Marianna Gonzalez • Julie Schneider Indiana University • Susanne Ragg SAIC • Sharon Settnek BAH • Greg Eley • Mike Keller
Agenda Items:	1. Contracts and SOWS

The official status of the contracts is:

- Contacted all 50 centers

- Held 80 teleconferences to discuss details

- One contract has been signed, and another is in the signature process

- Open dialogue has provided good input, which has produced a contract mechanism that would work for most cancer centers

- Although no deadline for signing the contracts has been established, delays in signing will delay issuance of task orders and funding

- Patient Representative offered to act as arbiter if negotiations get off track

Concerns from the WS:

- Logistics of firm fixed price contract

- NCI's administrative ability to handle contractual work load

- Inability for institutions to agree to the Master Contract

- Resources needed to keep moving forward

- Compensation for work done prior to signing the Master Contract

It was agreed by the group to table this discussion until a meeting can occur when a contracts person can explain the procedure.

2. Requirements Specification Survey

Mark Watson provided a brief overview of the Requirements Specification Survey distributed to the TBPT WS. The majority of the survey is multiple choice with the ability to add additional information to each question. Free text questions are meant to catch features that may not have been covered.

TBPT WS members agreed to fill out and post the Requirements Specification Survey to the caBIG forum.

(Please post Surveys in folder marked *20040428_use_case*)

Concerns:

- Section 5 – question E, choice 4 of Survey needs to be updated

- Timeline for completion of Requirements Specification Survey

    o Agreed to accept multiple choice aspect of survey by Friday, June 4th

    o All free text aspects are requested by Friday, June 11th

- Overall purpose of free text section of Requirements Specification Survey is to capture institutional workflow for pathology laboratory

    o For those institutions in a current state of flux regarding implementation of a pathology information management

system, they can provide expected implementation on the survey, not current

- Address needs of institutions that wish to implement a system immediately, before the release of caTISSUE

- Question regarding how to electronically circle multiple choice answers

  o Eliminate answers that do NOT apply

  OR

  o Highlight or bold answers that DO apply

Developers shared the schematic of caTISSUE. No dissenting opinions were voiced.

3. IRB/MTA Concerns

Bill Grizzle mentioned an NCI/FDA funded effort to develop a white paper to address short-comings of IRB infrastructure. Their goal is to submit the whitepaper to the PRIMR meeting in October. Pharma, lawyers (?), FDA, NCI, VA and several relevant IRBs are working on the white paper (about 30 members). Given the possibility of adoption of the findings outlined in the white paper, Dr. Grizzle suggests the TBPT WS wait for its release before taking any major actions to address caBIG IRB issues.

Bill Grizzle is involved with the external IRB group and will act as a liaison for transferal of information to the TBPT WS.

The caBIG Data Sharing WS has put together a survey to touch on these topics. Results from Data Sharing survey should be utilized.

The results from the TBPT WS Requirements Specification survey, the Data Sharing WS IRB survey and the PRIMR white paper will serve as the foundation for addressing caBIG IRB/MTA concerns.

4. TBPT Liaisons to other WS

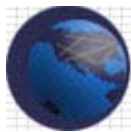The following people were identified as liaisons to the appropriate WS:

CTMS WS Liaisons

- John Gilbertson-UPMC

- Mike Becich-UPMC

- Bill Grizzle-UAB

ICR WS liaisons

- Mark Watson-Washington University

- Susanne Ragg-Indiana University

Liaisons to the Architecture, Data Sharing, Training, and Vocabularies and CDEs WS were assigned at the caBIG Kickoff meeting.

5. Face-to-Face Meeting

Workspace participants agreed to have a face-to-face meeting late summer/early fall but had the following concerns:

Concerns:

- Can not wait too long to schedule, schedules fill up months in advance
    - Late July or early September targeted as a good time
- Problems with getting reimbursed from previous caBIG travel
- Should not hold meeting until all current WS members have signed the Master Contract

Tabled until more information can be provided regarding the Master Contract and SOWs

6. Additional TBPT WS Members

A consensus was reached to approach Vanderbilt University to join the TBPT WS. However, if bringing additional members into the WS inhibits the contractual process of current WS participants, then invitations to the WS should be postponed.

	Name Responsible	Action Item	Date Due	Notes
Action Items:	Greg Eley/Mike Keller	Set date to get contracts personnel to discuss when SOWs go out to institutions as well as payment for time already invested in caBIG	After Date is scheduled for next teleconference	
	Greg Eley/Mike Keller	Set date for face-to-face meeting	20040603	
	Greg Eley/Mike Keller	List of parties interested in becoming TBPT WS stakeholder	20040603	
	Greg Eley/Mike Keller	Discuss possibility of SPIN demonstration with Rebecca Crowley (UPMC)	20040603	
	Bill Grizzle	Updates on IRB/MTA concerns voiced by Data Sharing WS and PRIMR group	Ongoing	
	Greg Eley/Mike Keller	Send e-mail for availability for next teleconference meeting-3 weeks (June 22nd)	20040602	

	Mark Watson/John Gilbertson	Formalize white paper on caTISSUE (for review by WS)	TBD	
	Greg Eley/Mike Keller	Connect liaisons to their appropriate WS	Ongoing	
	Developers	Gather and compile Requirements Specification Surveys	TBD	

Please list below and attach Meeting Materials and Agenda (if prepared separately):